

From: Brett Marchand March 19, 2011 6:42:45 AM
Subject: Personnel Sub-Committee Minutes 11/22/2010
To: SimsburyCT_PersMin
Cc:

BOARD OF SELECTMEN
PERSONNEL SUB-COMMITTEE
SPECIAL MEETING – NOVEMBER 22, 2010

A Special Meeting of the Personnel Sub-Committee was called to order at 6:00 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Robert Hensley, Chairman, Selectmen John Hampton and Lisa Heavner. Also present was Tom Cooke, Director of Administrative Services.

1. Mr. Hensley called the meeting to order to review, discuss and take action on the following:

2. Approve minutes from March 8, 2010, July 12, 2010 and November 8, 2010. The minutes for three prior meetings were presented to the Sub-Committee for review and approval:

- Mr. Hampton moved for approval of the March 8, 2010 minutes as presented and Ms. Heavner seconded the motion. All were in favor and the motion passed.
- Ms. Heavner moved for approval of the July 12, 2010 minutes as presented and Mr. Hampton seconded the motion. All were in favor and the motion passed.
- Mr. Hampton moved for approval of the November 8, 2010 minutes as presented and Ms. Heavner seconded the motion. All were in favor and the motion passed.

3. Review of 2010-2011 Compensation for Town of Simsbury Non-Represented Employees. The Sub-Committee reviewed a recommendation from Mr. Cooke that it consider a one-time payment in lieu of a salary increase for the Town's non-union employees. Mr. Cooke noted that these employees had received no salary increase in the 2009-2010 fiscal year, and that, assuming that contracts for employees in the Police Department and the Public Works/Parks and Recreation Departments were approved, the Town's non-represented employees would be the only group without a salary adjustment for the 2010/2011 fiscal year. He also noted that a salary increase prior to completion of a thorough market survey would be premature.

Ms. Heavner stated that appointed staff and elected staff (including the

First Selectman and the Registrars) should be considered separately, and that elected staff should receive salary adjustments coterminous with their terms of office. Mr. Hensley asked if the payment was in the nature of a performance bonus, and asked whether or not performance reviews had been conducted for the unaffiliated employees. Mr. Cooke responded that, to his knowledge, performance reviews had not been done recently. Ms. Heavner added that the proposal was for a payment in lieu of a historical salary increase and that it was not tied to specific performance. A discussion followed concerning the status of the Town's performance review process and the possibility of implementing performance bonuses in the future. Mr. Hensley asked Mr. Cooke to provide the Sub-Committee with data on the nature and status of the Town's performance review process. He also asked for more data on the treatment of comparable employees in other Towns. Mr. Cooke replied that, in addition to the data for showing increases for comparable employees in Farmington and Glastonbury, data was in hand for other towns and would be made available. He also confirmed that, assuming that the collective bargaining agreements before the Board of Selectmen that evening were approved, there were still more than sufficient funds in the Town's budget to fund payments to all of the unaffiliated employees, including a number of hourly positions not included in the proposal before the Sub-Committee.

4. Review of Administrative Services and Finance Department Job Descriptions and Recommended Changes. Mr. Hensley summarized his understanding of the recommendation, stating that the Town was recommending an increase in responsibilities and compensation for one job position and a decrease in responsibilities and compensation for another, and that the end result would keep compensation for the positions within the current budget. Mr. Cooke concurred with Mr. Hensley's characterization of the proposal, adding that additional funding was also being provided by the elimination of a vacant Part Time Secretary position within the First Selectman's budget. Mr. Cooke added that the clerical functions formerly performed by the Administrative Clerk could be covered by existing and new staff. Mr. Cooke added that he would not seek an additional clerk position.

Further discussion ensued concerning the job functions of the Human Resources/Risk Manager position, including a discussion of the position's new communications functions (including website content and potential e-mail communications with Town residents). Mr. Hensley asked if the Director of Finance concurred with the changes. Mr. Cooke replied that the Director of Finance had asked to change the Assistant Director of Finance position to an Accounting Manager position independently of the other proposed changes, and that the Director of Finance concurred with the proposed changes.

A discussion ensued concerning the authority of the Sub-Committee to

approve the recommendation in light of the Agenda's limited reference to "review" of the recommendation. After reviewing the Rules of Order, Ms. Heavner concluded that the recommendation could not be approved at the November 22, 2010 meeting.

Ms. Heavner then moved for consideration of the recommendation at a Special Meeting on December 13, 2010 and Mr. Hampton seconded the motion. All were in favor and the motion passed. Mr. Hensley noted that the Board was inclined to approve the proposal and that no further information on this issue need be presented on December 13, 2010.

5. Adjourn. Motion to adjourn at 6:30 p.m. was made by Ms. Heavner and seconded by Mr. Hampton.

Respectfully submitted,

Thomas F. Cooke
Director of Administrative Services